

## City of St. Louis Forestry Division

# Tree-Membrance Program

## ORDER FORM and PROGRAM INFORMATION

**ORDER FORM**

Program Information can be found on page 2.

**DONATOR INFORMATION**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Telephone: (\_\_\_\_) \_\_\_\_\_
- Email: \_\_\_\_\_  
(optional)

**DEDICATION INFORMATION**

- ☐ In Honor Of      ☐ In Memory Of

The following information will appear on your certificate and the tree-tag. Please print legibly. Space is limited on the tree tag so please do not exceed 40 characters each for the "Person or Event" and the "From" line.

- Person or Event: \_\_\_\_\_
- From: \_\_\_\_\_
- Comments / Requests: \_\_\_\_\_

**MAILING ADDRESS**

You will receive a certificate and location map after planting. Please specify below where you would like these two items mailed.

- ☐ Check Here If Same As Donator Information
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DESIRED PARK LOCATION**

- Park Name: \_\_\_\_\_

You may contact the program coordinator for assistance with park selection. A complete list of City parks can also be found at:

[www.stlouis-mo.gov/government/departments/parks/documents](http://www.stlouis-mo.gov/government/departments/parks/documents)  
(click the "Park List")

**DESIRED NUMBER AND TYPE OF TREES**

- ☐ Shade X \_\_\_\_\_ trees (@ \$150.00 per tree)
- ☐ Flowering X \_\_\_\_\_ trees (@ \$150.00 per tree)
- ☐ Evergreen X \_\_\_\_\_ trees (@ \$150.00 per tree)

**RETURN / CONTACT INFORMATION and SIGNATURE**

Please retain a copy of this form for your records.  
Return this form with a check made payable for **\$150.00 per tree** to the City of St. Louis Forestry Division to:

City of St. Louis Forestry Division  
Tree-Membrance Program  
1415 N 13<sup>th</sup> St  
St. Louis, MO 63106-4424

I have read and understand the program information contained on page 2.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

Please direct questions about the Tree-Membrance program to these individuals or contact the main office of the Forestry Division at 314-613-7200

Gerry Overmann  
Program Coordinator – Forest Park  
314-289-5317  
[OvermannG@stlouiscity.com](mailto:OvermannG@stlouiscity.com)



Christine McCarthy  
Program Coordinator – All Other City Parks  
314-613-7121  
[McCarthyC@stlouiscity.com](mailto:McCarthyC@stlouiscity.com)

This form is also available online for printing at:

[www.stlouis-mo.gov/departments/parks/forestry/documents](http://www.stlouis-mo.gov/departments/parks/forestry/documents)

## OVERVIEW of PROGRAM – A LIVING TRIBUTE

The City of St. Louis Forestry Division's Tree-Membrance Program offers participants a unique way to honor a loved one or remember a special event by donating a tree to a city park. The Forestry Division will plant a tree in your selected park and attach a tree tag to it listing the type of tree, name of the donator(s) and name of the honored person/event. Program participants receive a commemorative certificate and a map identifying the location of their donated tree. Trees can grow for several hundred years making them an enduring, living memorial for a loved one or a wonderful way to honor someone on their birthday, marriage, anniversary or any special occasion.

## THE TREE YOU DEDICATE

You can donate a tree from the following categories: shade, flowering or evergreen tree. The exact selection of tree species within those categories is at the discretion of the Forestry Division. Tree-Membrance trees are approximately 2-2 ½ inches in caliper and 5-6 feet tall. Any city park with an existing landscape design, including Forest Park, is open to Tree-Membrance participants. If your desired park location is not available, you will be contacted and asked to select another park. The exact location of a tree within your selected park is at the discretion of the Forestry Division.

You may indicate on the order form any special requests. While every effort is made to honor these requests please know that the Forestry Division selects and locates trees based on the planting needs of the park selected and the most appropriate site for the type of tree selected. Therefore, it may not be possible to honor a particular special request. If the honoring of a special request is contingent upon the donation of your tree it is strongly recommended you contact a program coordinator and discuss your request prior to submitting this order form for processing. Program coordinator contact information is located at the bottom of the first page.

## COST

Tree-Membrance trees can be donated at the price of \$150.00 each. Only payments by check or money order are accepted at this time and are made payable to the City of St. Louis Forestry Division. Payment must accompany returned order forms. The return address for completed order forms is on the first page and forms can be returned via the mail or in person during normal business hours (9am – 5pm M-F) to the address on page 1.

## HOW THE PROGRAM WORKS

1. Complete the Tree-Membrance order form and return it to the Forestry Division. If you have questions or require additional information please contact a Program Coordinator.

2. Orders received between:

- January 1 and June 30 will be planted between November 15 and January 31
- July 1 and December 31 will be planted between February 1 and April 30

A Tree-Membrance tree tag will be placed on the tree with the specified dedication information when it is planted.

3. After the tree has been planted, a certificate and a map showing the approximate location of the tree will be mailed to the mailing address specified on this form.
4. Tree-Membrance trees have a 5 year replacement guarantee. If a tree should die within 5 years of its original planting a replacement will be planted during the next available planting season.

## ADDITIONAL INFORMATION

- To maintain a natural setting for all park visitors, the placement of objects or other materials of any kind in, on or adjacent to tree-membrance trees other than the tree-membrance tag is prohibited. Unauthorized items and materials are subject to removal by Forestry Division staff.
- The Forestry Division reserves the right to remove any tree that becomes a hazard, diseased, infested, a nuisance or that will adversely affect any park improvement.
- Tree-Membrance trees are guaranteed for 5 years with the following stipulations: a replaced tree may not be the same size as the original tree or the same species and may be moved to a different location if this is deemed appropriate to increase the survivability of the tree and/or is in the best interest of the City.
- Please report any concerns or problems with a Tree-Membrance tree to a program coordinator at any time

### FOR OFFICE USE ONLY

- Date Received / Paid: \_\_\_\_\_
- Species Selected: \_\_\_\_\_
- Date Planted: \_\_\_\_\_